

Activity – E-media

Some Practice

1. Create a file, type a leave letter to your boss and take a print out of the same.
2. While working on the letter, insert the address line.
3. Click 'Save As' option in 'File' menu and save the same file under a different name.
4. Close all the files. Open the file with the new name. Edit the contents and save it.
5. You can try to edit the page in various ways. Try all the options given in the menu and see what happens.